

BAUER ELEMENTARY

*“I am Bauer.
I am the difference.”*

School Handbook



“The mission of Hudsonville Public Schools is to educate, challenge, and inspire all learners to become contributing, responsible members of a global society.”

Bauer Elementary School
8136 48th Ave
Hudsonville, MI 49426
616-669-6824 (phone)
616-669-4897 (fax)

Bauer Families,

This handbook was created to help answer some frequently asked questions concerning the daily operations of the school. Topics are organized alphabetically and should be used as a guide for initiating conversations with your child concerning behaviors and procedures. Your knowledge and support of this information can help reinforce the expectations we hold for your child at school.

Some very important areas to read are: our **Behavior Expectations**, the **Ottawa County Truancy Codes**, the district's **Transportation** policy, **Dress Code** and **Electronic Devices** policy.

Every child is important to us at Bauer Elementary School and we work purposefully to meet each child's needs. We are humbled by the trust you have in our faculty. Please call as questions, thoughts, and ideas arise this school year. When a question or concern does arise, please contact your child's teacher as a first step. Classroom teachers typically have the most information regarding the specific details of your child's day and experiences. If your concerns or questions have not been adequately addressed, please feel free to contact me!

We love family involvement! We highly encourage participation by parents as we team together in this process. If you would like to get involved with the school, either contact your child's teacher or the school office. **There is an online background check you must fill out, located on the Hudsonville Public School homepage.**

We are looking forward to a great year with you and your family!

Sincerely,

Mr. Josh Meersma, Principal
(616) 669-6824

ABSENCES AND TARDIES

Attendance is one of the key factors in experiencing a successful school career. We encourage regular, timely attendance. We encourage parents to schedule medical and dental appointments outside the school day whenever possible. As of August 2018, Ottawa County has established an Attendance Policy and Absenteeism Protocol for the purpose of supporting student success. This school year Bauer will use the same absence codes as the District and County. The codes include: Excused Absence, Unexcused Absence, Excused Medical (a doctor's note), Unexcused Tardy (within 10 minutes of start time), Excused Tardy (within 10 minutes of arrival with parent contact), Left Early (within 10 minutes of dismissal) Late Arrival Unexcused (Unexcused tardy exceeding 10 minutes after start time) and Late Arrival Excused (An excused tardy exceeding 10 minutes after start time), Out of School Suspension and In School Suspension. You can expect a letter from the office when a student has been absent more than 10% of enrolled days. The County does provide a Truancy Officer to support students, families and school staff if necessary. Our primary goal is to work with families to ensure students are present!

If your child is ill and unable to attend school or if he/she will be late, please contact the school office (616-669-6824) to report his/her absence by 8:30 a.m. If a child is absent and the office has not been contacted as to why, office staff will contact the parent. The school bell rings at 8:45 a.m.

ACCIDENTS AND ILLNESS

If a student feels ill and he/she cannot function in the classroom, the child will be sent to the office. Office staff may have the child rest in the office or make arrangements for the child to go home. If a parent cannot be reached, office personnel will contact the person listed on the student's emergency information sheet. If a student sustains an injury, school staff will provide initial first aid. For injuries requiring a second opinion or professional medical attention, parents will be notified immediately. A child should be fever free/symptom free for 24 hours without medicine before returning to school. In addition to fever, if a student has been affected by vomiting or diarrhea, those symptoms may return so 48 hours after onset is the best way to avoid additional issues.

The office staff is not allowed to administer any medication unless parents have completed a medication form (available in the office) and provided the medication. All medications, whether prescription or non-prescription, must be in their original container and brought to the school office by an adult. All prescribed medications must have a physician signature on the medication form. If you have any questions, please call the office.

ALLERGIES

It is a parent's responsibility to share any known allergies with the classroom teacher and office personnel in writing. Parents need to inform the office of the procedures/protocol and supplies needed for responding to an allergic reaction.

BAUER FACEBOOK PAGE/BAUER BITS

An email will be sent to parents every Friday including the Bauer Bits newsletter. We also have a [Bauer Facebook](#) page to share communication regarding celebrations, events, picture sharing, etc.

BEHAVIOR EXPECTATIONS

Our school has explicit behavior expectations in the form of our positive behavior intervention system based on the S.O.A.R. acronym. Positive behavior interventions and supports (PBIS) are based on the power of positive psychology. PBIS is an approach schools use to improve school safety and promote positive behavior.

At its heart, PBIS calls on us to teach young people about behavior, just as we would teach about any other subject—like reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what is appropriate behavior. Throughout the school day—in class, at lunch, and on the bus—kids understand what is expected of them. Use this [LINK](#) to see the S.O.A.R. matrix which is displayed around our campus.

Our S.O.A.R. program has some key guiding principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and we will provide many kinds of behavior support.
- We teach behavior based on research and science.
- Following a child's behavioral progress is important.
- We gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It's a framework for teachers, administrators, and parents to follow. It's also important to know that PBIS is for **ALL** students. According to several studies, PBIS leads to better student behavior. In many schools that use PBIS, students receive fewer detentions and suspensions, and get better grades.* (adapted from ["Understood"](#))

As a school staff, we recognize the importance of being proactive by teaching and encouraging our students to develop and utilize leadership traits. Bauer teaches "The 7 Habits of Happy Kids" as written by Sean Covey. This philosophy is based on the work initiated by Sean's father, Stephan R. Covey who wrote "The 7 Habits of Highly Effective People". The habits encourage the students to develop leadership skills and productive habits that help them to be successful in all areas of their lives.

Here is an overview of proactive habits your child will be taught and encouraged to use (Excerpts from The Leader in Me by Stephen R. Covey, pg. 21-22):

Habit 1: BE PROACTIVE

- Be responsible
- Take initiative
- Choose your actions, attitudes, and moods
- Don't blame others for your actions
- Do the right thing, even when no one is looking

Habit 2: BEGIN WITH THE END IN MIND

- Plan ahead and set goals
- Do things that make a difference
- Be a contributor to your class and school
- Look for ways to be a good citizen

Habit 3: PUT FIRST THINGS FIRST

- Spend time on things that are important
- Set priorities
- Be disciplined and organized

Habit 4: THINK WIN-WIN

- Balance what you want with being considerate of others
- Make deposits in others' Emotional Bank Accounts
- When conflict comes up, look for a third choice

Habit 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

- Listen to other people's ideas and feelings
- Try to see the viewpoints of others
- Listen without interrupting
- Voice your ideas
- Look people in the eyes when talking

Habit 6: SYNERGIZE

- Value the strengths in others and learn from them
- Get along well with others
- Work well in groups
- Work together to create better solutions
- Be humble

Habit 7: SHARPEN THE SAW (Take care of yourself)

- Eat right, exercise, and get enough sleep
- Spend time with family and friends
- Learn wherever you go
- Find meaningful ways to help others

Response to Student Misbehavior:

As a staff we believe it is important to teach, reinforce, and recognize positive behavior choices as well as support students when poor behavior choices are made. We strive to provide natural consequences for students so they can learn from their own mistakes. When a student's behavior choice is unsafe, or repeatedly hurts the classroom or building culture, the principal will become involved.

The principal will discuss the behavior choice with the student and determine what additional steps will take place.

The classroom teacher, or recess supervisor, will be the first to respond to student misbehavior. If the behavior causes harm to another student or staff member, the principal will meet with the student to determine the precipitating factors, and together determine how to "make the situation right".

As all students have the right to feel, and be safe at school, every measure possible will be put in place to ensure students learn how to interact with others without causing physical or emotional pain. Parents and guardians can expect to be contacted when behaviors impact the classroom culture and education of students.

BIRTHDAYS

We enjoy celebrating birthdays at school. Birthday treats for the class are not necessary, but are always welcome. Individually wrapped treats are recommended for health reasons (remember to check with your child's teacher about any **food allergies**). Please do not send party invitations to school as the distribution can be a distraction and feelings can be easily hurt.

CANCELLATIONS AND DELAYS

Occasionally school may be canceled or delayed due to inclement weather or other emergencies. Several radio stations, television stations, and the internet provide information regarding school cancellations and delays. Also, our Powerschool's automated attendant will call your home to inform you of any delays or cancellations.

CHAPERONE AND VOLUNTEER BACKGROUND CHECKS

It is the practice of all Hudsonville Public Schools that all adults volunteering in the building or as a trip chaperone must complete and submit a background check form each school year. The Volunteer Background Check is located on our district website. The Hudsonville Public Schools website can be located at [Volunteer Background Check](#) or www.hudsonvillepublicschools.org. Please complete the form thoroughly. All questions with a red asterisk must be completed in order to save and submit the form. We ask that you complete the Background Check at least two days prior to the anticipated volunteer event.

CLASSROOM PARTIES

Teachers will have sign-up sheets for classroom parties for a coordinator, volunteers, and supplies. District-wide safety procedures have been put in place to maximize student safety. Parents volunteering to assist with a classroom party must sign up with the classroom teacher prior to the party and have their background check completed. The office personnel will have a list of parent volunteers for each classroom to be checked in prior to the party.

CONTACT INFORMATION

If your email, phone number or address changes, please notify the office immediately so we can stay connected.

DRESS CODE & WEATHER

Unless it is raining or the windchill is zero or below, all students go outside for every recess. Appropriate clothing is a must if a student is to be comfortable. Children should dress in layers.

Please label all clothing that may be removed, especially snow pants and jackets. Lost and found is located by the office.

Here are some rules about clothing:

1. Clothing with graphics or words must be school appropriate.
2. Shirts are to have at least two fingers width straps. No spaghetti strap tops or dresses.
3. Hats are only worn outdoors unless it is a designated "Hat Day".
4. Shoes must be worn at all times. We require that all students have a clean pair of shoes in good repair for PE class.
5. Shorts are to be appropriate length (at least past fingertips).
6. Midriffs are to be covered.

EARLY DISMISSAL PROCEDURE

Parents who desire to have their child dismissed before regular dismissal time must report to our school office and sign their child out. The office personnel will notify the child's teacher. Please use the same procedure if your child returns to school on the same day.

ELECTRONIC DEVICES

Electronic devices such as iPods, iPads, Nooks, Kindles, handheld game systems, phones, smart watches, etc. are to be left at home. If your student needs a cell phone/smart watch at school, it must be turned off and remain in their backpack during school hours.

Electronic devices are only permitted when they are used with classroom instruction and with explicit permission given by the classroom teacher. If they are allowed for instruction, once that lesson is finished, the electronic device must return to the child's backpack.

FUNDRAISERS

Each year the Bauer Parent Club (BPC) sponsors fundraisers. The exact type of fundraising will be determined by those in attendance at the Bauer Parent Club meetings.

IMMUNIZATION OF CHILDREN

Act 368 of the Public Acts of 1978 of the State of Michigan requires every child attending school to have a certificate of immunization or a statement of exemption under section 9215. Our school district will follow this requirement.

INSURANCE

This year we have insurance which covers students who are injured in school-sponsored and supervised activities. This includes field trips, athletics, gym class, and recess. Please contact the office if you should have any questions.

LOST AND FOUND

Lost and found items are located by the office. We encourage students and parents to check this area often. All unclaimed items will be donated to charity at announced dates during the year. It is a good idea to ***label items*** with your child's name.

LUNCH WITH YOUR CHILD

At times, such as when a child is "Star Student", family members may come to school and eat lunch with their child. Please notify the classroom teacher and/or office personnel if you plan to eat with your child. If you plan to bring in a lunch, please provide lunch **ONLY** for your own child in an effort to minimize allergy concerns and the lunch orders for that specific day. Due to allergies and family privacy rights, your child may NOT invite other children to eat with him or her.

MEDICATION CONTROL PROGRAM

Parents desiring our school personnel to dispense medication to their children must complete a Medication Administration Form. These forms are available in your school office or on the HPS website. **Medication must be delivered to the office by a parent.**

PARENTS CLUB

The Bauer Parent Club meets regularly. All parents are invited and encouraged to attend and assist in the organization's projects to service Bauer's students and staff. Bauer Elementary has a Facebook group! We look forward to using this group to create community and connections and to keep you informed about all the happenings at Bauer Elementary. This group is intended for parents/guardians of current Bauer students and is maintained by the Bauer Parent Club. Please go to www.facebook.com/groups/bauerelementary and click "Join Group" and an admin will approve your request. We appreciate your partnership!

POKEMON (Trading) CARDS

Students are discouraged from bringing Pokemon (or any "trading cards") to school. We are not responsible for lost or traded cards.

RECESS TIME

Students are expected to spend their time during recess periods outside. In case of rain or other inclement weather, students will be allowed in the building and are expected to be quiet and orderly. Note requesting permission to stay indoors during recess requires a doctor's statement.

REPORT CARDS AND CONFERENCES

Formal report cards are given twice each year for grades K through 5th, and once for Pre-Kindergarten. These report cards are supplemented twice a year with parent-teacher conferences. We encourage all parents to attend these conferences and keep lines of communication open with their child's teacher.

SAFE AND SECURE ENTRANCES

Bauer Elementary has a "Safe and Secure Entrance". All visitors will enter the building through the main entrance -Door A. Visitors will sign in and receive a visitor lanyard prior to entering the hallways. All exterior doors, with the exception of the main entrance, will remain locked during the school day. If the office personnel needs to step away from the desk, the office door will remain locked for a brief period of time to ensure the safety of students. We appreciate your patience!

At dismissal time, parents will be asked to remain outside of the building. Students being picked up will exit the South door. **Students will not be allowed to cross the parking lot unattended.**

SAFETY DRILLS

Creating a safe environment is important for our school. The students will practice a variety of drills throughout the year (fire, tornado, lockdown, and evacuation). The number of drills are dictated by the State of Michigan and dates and times are submitted to coordinate sheriff coverage when possible. We will practice these drills numerous times and in various situations. For example, some of the drills will occur during normal class time, some during lunch and recess, and some while they are transitioning in the hallways.

SEVERE WEATHER POLICY

During severe weather, the following school policy is in effect:

Tornado Watch: Students normally will not be dismissed early. They will dismiss at their regular time. Weather conditions will be closely monitored. After school activities will be canceled during a tornado watch.

Tornado Warning: Students will not be dismissed during a tornado warning. All students will go to areas designated by the Principal and take cover. If the warning is lifted during school hours, all students will be dismissed at their normal time and bus students will be transported home. All events are canceled until warning is lifted.

Additional Information: Feel free to pick up your child(ren) at any time during severe weather. Report to the office to do so. Please do not call the school unless an emergency exists so as to keep the phone lines open.

SCHOOL DAY START AND END TIME

School begins at 8:45 a.m. and ends at 3:45 p.m. On Early Release days school begins at 8:45 a.m. and ends at 12:15 p.m.

SNACKS

We encourage students to eat healthy snacks during the school day (i.e. fruit, yogurt, veggie sticks, crackers, and cheese). Please discourage the consumption of high sugar snacks. We also welcome water bottles!

TRANSPORTATION

Notes requesting a change in bus transportation will not be accepted from pre-kindergarten and kindergarten students. Elementary students above kindergarten level shall not be permitted to use any other bus or bus stop unless an emergency arises or for a permanent change. In this case, parents may submit a Bus Pass at <http://bit.ly/gr1-5buspass> to the Transportation Office by 10 a.m. the morning of the change. Parents will be notified by 1 p.m. if the request is approved or denied. Schools will be notified by 2 p.m. Please do not contact the school office for information. If you have questions, direct them to the Transportation Office at 616-669-7757.

VACATION POLICY

A student who wishes to take part of a planned vacation will be excused if he/she meets the following qualifications:

1. A vacation form must be completed and returned to the office by the parents or legal guardian of the student.
2. The request for excused vacation time must be made at least five days in advance of the scheduled vacation.
3. The child's teacher will determine the amount of homework assigned.
4. Additional homework may be given to each child upon his/her return to school from vacation. Each teacher will indicate when this additional homework is due.

VISITORS

Visitors are welcome at Bauer. Please arrange your visit or volunteer time with the classroom teacher *prior to your arrival*. All visitors must sign in at the office and pick up a visitor's badge prior to leaving the office area. If the office personnel is not at her desk, visitors will need to patiently wait in the lobby for the secure entrance to be unlocked. As a reminder, all volunteers will need a Volunteer Background Check completed.

ADDITIONAL INFORMATION FROM THE HPS ADMINISTRATION BUILDING

MISSION STATEMENT OF HUDSONVILLE PUBLIC SCHOOLS

The mission of Hudsonville Public Schools is to educate, challenge, and inspire all learners to become contributing, responsible members of a global society. Beliefs:

- The Hudsonville Public School District believes that all students can learn.
- The Hudsonville Public School District is committed to providing a challenging and engaging curriculum, effective instruction, and a positive supportive environment.
- The Hudsonville Public School District realizes success will be achieved through a cooperative partnership of students, teachers, support staff, administrators, board members, parents, and the community.

CONDUCT

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school. (From HPS Board of Education Policy)

- Each student shall respect the rights of other students, teachers, administrators, other school personnel, and volunteers.
- Each student shall respect the personal property of others and refrain from causing damage to books, facilities, school materials, school buildings and furnishing, and the personal property of others.
- Each student shall refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person, or acting in such a manner as to expose others to risk or danger of harm or injury. A student shall not use threats or intimidation against any other person.
- Each student shall respect the health and safety of others and shall refrain from using tobacco; using, possessing, transmitting, or being under the influence of drugs or look-alikes; or engage in any activities which diminish the rights of others, or the opportunity for other students to receive an education and obtain the maximum benefit from a public education. Students violating the rules of conduct may be subject to disciplinary procedures, and/or possible suspension or expulsion from school.

GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, SECTION 504, THE AGE DISCRIMINATION ACT, AND TITLE II

The grievance procedures for alleging violations under Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Step 1

The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the personnel director within ten school days. If the personnel director is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten school days from the date of filing the grievance.

Step 2

If the complainant wishes to appeal the decision of the personnel director, he/she may submit a signed statement of appeal to the superintendent within five school days after the receipt of the personnel director's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten school days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five school days of his/her receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten days of the meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington D.C. 20201.

Hudsonville Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: Human Resource Director, Hudsonville Public Schools, 3886 Van Buren Street, Hudsonville, MI 49426, (616) 669-1740.